

## **6 PAPER WAGE REPORTS**

### **Reporting Options**

Paper Wage Reports may be filed by employers whose employment totals are below the threshold levels that require that other reporting methods to be used.

Beginning with 1<sup>st</sup> Quarter 2001: Employers with 100 or more employees must file their reports electronically, or via Internet.

Beginning with 3<sup>rd</sup> Quarter 2006: Employers with 75 or more employees must file their reports electronically, or via Internet.

Beginning with 3<sup>rd</sup> Quarter 2007: Employers with 50 or more employees must file their reports electronically, or via Internet

### **Guidelines for Paper Reports**

An optical character recognition (OCR) system is used to read information on the contribution and wage reports. Optical scanning reads typed and computer printed data and electronically converts it for computer processing. This system eliminates clerical key entry and is therefore very cost effective and accurate. The OCR can process reports at less than half the cost of clerical data entry.

### **Report in Specified Format**

Submit wage reports on the preprinted forms provided or in the print format specified by the format guide on 8-1/2" x 11" white bond paper. **Return the original forms, not photocopies.** Please do not attempt to duplicate our forms. If you need our forms, call us at 608-266-0353; e-mail your request to [wagenet@dwd.state.wi.us](mailto:wagenet@dwd.state.wi.us); or write us at DWD - UI Wage Record, P.O. Box 7962, Madison, WI 53707; we supply forms free of charge.

### **Type or Computer Print**

Type or computer print all paper reports (letter quality, no dot matrix please) to ensure readability by the optical scanner. The scanner reads data, which has been typed or printed in **black ink** on 8-1/2" x 11" white bond paper with:

- Font = OCR-A or OCR-B
- 6 lines per inch
- 10 characters per inch
- Double spacing (one employee per line)
- First Name field = 8 characters or less
- Last Name field = 10 characters or less

### **Report Social Security Number, Name and Total Gross Wages Paid**

Report the social security number, name and total gross wages paid each employee for that quarter. Since Wage Reporting files are accessed by social security number, it is crucial that the number reported be accurate.

## **Printing Information By Hand**

The OCR equipment is able to read computer printed or typewritten information ONLY. All hand written documents must be manually keyed into the computer system. If a typewriter is not available and the report must be completed by hand, PLEASE PRINT ALL INFORMATION WITH BLACK INK.

## **DO NOT STAPLE FORMS**

**Note:** If you are unable to conform to the above specifications and have Internet access, you can report your quarterly Contribution/Wage Report using our web-based application, QTWRS. It is designed for employers with less than 150 employees. It is a form fill application, which asks you to fill in the wages of the employees you reported the previous quarter, and figures your UI tax liability using this information. The web address is <http://uiqtwrs.wisconsin.gov>. Call UI Teams at 608-261-6700 for more information.

## **Preprinted Forms**

Preprinted forms are designed for employers who consistently employ less than 100 employees.

A preprinted wage report form will be mailed to employers with their quarterly contribution report at the end of each quarter. The wage report form contains preprinted information, including the social security number and name of each employee as reported by the employer in the prior quarter. You must:

1. Complete wage information for employees shown;
2. Add SOCIAL SECURITY number, name, and wages for newly hired employees;
3. Leave the wage entry blank if an employee received no wage for the quarter; and
4. Complete the contribution portion of the report.

Samples of forms follow. Our forms are available free of charge. **Photocopies of forms cannot be used.** Please do not attempt to duplicate our forms.

SPECIAL NOTE; TO REQUEST FORMS: Call: 608-266-6877

E-mail: [wagenet@dwd.state.wi.us](mailto:wagenet@dwd.state.wi.us)

Or Write: DWD - UI Wage Record  
P. O. Box 7962  
Madison, WI 53707

WE SUPPLY FORMS FREE OF CHARGE

## **Corrections to Preprinted Information on Wage Record Forms**

The preprinted forms contain a preprinted list of employee names and social security numbers. If a name and/or social security number is in error:

1. Enter an "X" in the CHANGE column.
2. Draw a diagonal line through each incorrect number and/or letter.
3. Enter the correct data above the incorrect data.

Change	Social Security No.	Last Name	First Name
X	45 123 ØØ 6789	S Ømith	John

## **Form UC-7823 - Quarterly Wage Report**

This preprinted form is used to report wages paid to each employee within the calendar quarter. One extra sheet is provided each quarter to report new employees.

If you are currently reporting with paper forms and have Internet access, you can file using our web-based application, QTWRS. The web address is <http://uiqtws.wisconsin.gov>.

### **INSTRUCTIONS FOR COMPLETION**

If employee data is preprinted, enter the total gross wages paid to each employee in the quarter. If employee social security numbers and names are not preprinted or you want to add a new employee, enter the information in line with the example printed on the form. Enter social security number, name (last name, first name) and the total gross wage paid in the quarter.

If an employee listed was not paid during the quarter, leave the wage field blank. The employee's name and social security number will not appear on the next quarter's report.

Correct preprinted data by placing an "X" in the CHANGE column, drawing a line through the incorrect character and entering correct information directly above.

**SPECIAL NOTE; TO REQUEST FORMS:** Call: 608-266-6877

E-mail: [wagenet@dwd.state.wi.us](mailto:wagenet@dwd.state.wi.us)

Or Write: DWD - UI Wage Record  
P. O. Box 7962  
Madison, WI 53707

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**QUARTERLY WAGE REPORT**

Required Under Chapter 108, Wis. Stats.

To be filed with Quarterly Contribution Report

02

Wisconsin Department of Workforce Development  
Division of Unemployment Insurance  
(608) 266-6877

1. U.I. ACCOUNT NUMBER

2. QUARTER

3. YEAR

4. REPORT DUE DATE

5. FEIN

6. EMPLOYER NAME

7. ACCOUNT NUMBER

**PLEASE TYPE ALL ENTRIES**8. LINE  
NUMBER9.  
CHANGE10. EMPLOYEE'S  
SOCIAL SECURITY NUMBER**PLEASE TYPE ALL ENTRIES**11. EMPLOYEE'S  
LAST NAME12. EMPLOYEE'S  
FIRST NAME**PLEASE TYPE ALL ENTRIES**13. EMPLOYEE'S  
QUARTERLY WAGES  
DOLLARS CENTS1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
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12.  
13.  
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16.  
17.  
18.  
19.  
20.  
21.  
22.  
23.14. TOTAL WAGES ALL PAGES  
(Must agree with item 9 on  
Contribution Rpt. (UCT-101))

15. TOTAL WAGES THIS PAGE

02

PKT001 (R. 10/15/2004)

16. PAGE \_\_\_\_ OF \_\_\_\_

## **Desktop Printer Wage Reports**

Wage Reports may also be created on plain white paper using a standard desktop laser or ink-jet printer. A sample of this type of report is shown on the following page. Note that the report displays the same data as the UC-7823 report, but does not contain any field labels or column headings.

With this wage reporting option, you must also complete a separate Quarterly Contribution Tax Report. For an example and instructions on form UCT-101, see Section 2, Part 4.

### **INSTRUCTIONS FOR COMPLETION:**

The report should be printed on 8½" x 11" white bond paper. The first two lines of the report contain **header** information, which consists of your 10-digit **UI Account Number**, the **Quarter/Year**, your **Federal Employer Identification Number**, and the employer's **Legal Name**.

The remainder of the report displays **Wage Detail** information presented in four separate columns: **Social Security Number**, **Employee Last Name** (up to 10 characters), **Employee First Name** (up to 8 characters) and **Quarterly Wage**.

The first line of **Wage Detail** should be printed at least 2 inches below the top edge of the page. Up to 23 lines of **Wage Detail** may be printed on a single page. Additional pages of **Wage Detail** may be created if you have more than 23 employees to report.

The last line on the report shows the **Page Total**, which is the total of all wages paid to employees listed on that page.

In order to be read by our OCR scanner, you must use a letter quality printer. **Please do not use Dot Matrix printing** as it is unreadable by our OCR scanner and must be manually key entered.

### **Other reporting options using the same print report format are:**

1. Use blank forms UC-7823 in your laser printer.
2. Rather than printing your wage report on plain white paper, route your print data to a file and either copy the file to a diskette and mail us the diskette, or dial up our bulletin board system and electronically transmit your wage data file via modem.
3. File on-line using QTWRS, our internet reporting application:  
<http://uiqtws.wisconsin.gov>. You can mail a check with your coupon or you can EFT (Electronic Fund Transfer) your quarterly UI taxes. See Section 2, Part 4 – Account Reporting (J) or call 608-261-6700.

### **SPECIAL NOTE; TO REQUEST A TEMPLATE:**

Call: 608-266-6877

E-mail: [wagenet@dwd.state.wi.us](mailto:wagenet@dwd.state.wi.us)

Or Write: DWD - UI Wage Record  
P. O. Box 7962  
Madison, WI 53707

**WE SUPPLY FORMS FREE OF CHARGE**

## Sample Report

123456-000-7            1        06

00/00/00    12-3456789    WISCONSIN EMPLOYER INC

123456789	LAST-NAME	FIRST-NAME	0.00
234567890	SMITH	JANE	750.00
345678901	SMITH	JOHN	2250.00
456789012	SMITH	FRED	1467.50
567890123	SMITH	LARRY	2000.00
678901234	SMITH	JOSEPH	506.00
789012345	SMITH	ARTHUR	13,000.00
890123456	SMITH	EDWARD	4321.00
901234567	SMITH	SAMUEL	3578.00
012345678	SMITH	ALFRED	3489.00
223456789	SMITH	ROBERT	9786.50
234567890	SMITH	MARY	10,978.00
245678901	SMITH	JERRY	1689.50
256789012	SMITH	SUSAN	6897.00
267890123	SMITH	PATRICIA	978.00
278901234	SMITH	ALLAN	25,000.00
289012345	SMITH	SHARON	9580.00
290123456	SMITH	DOROTHY	6954.00
201234567	SMITH	CAROL	865,00
312345678	SMITH	ALBERT	41,965.00
323456789	SMITH	ANN	6234.00
334567890	SMITH	LYNN	654.00
345678901	SMITH	JUDY	4356.00
			100,000.00